

CHAPTER 5 RECRUITMENT, APPLICATION AND EXAMINATION

[Prior to 11/5/86, Merit Employment Department [570]]

581—5.1(19A) Recruitment. Classes are closed to application from persons not employed by the state unless specifically opened for recruitment or as otherwise designated in subrule 5.2(4).

5.1(1) *Open recruitment announcements.* The director shall give public notice of classes opened for the recruitment of persons who are not employed by the state. Classes will remain open for a minimum of 15 calendar days following the announcement date. Recruitment may be limited to a specific geographic area or a specific selective background area or both. Recruitment announcements shall be posted in designated state offices. Copies may also be sent to newspapers, radio stations, educational institutions, professional and vocational associations, and other recruitment sources.

5.1(2) *Job opportunity announcements.* A list of job opportunities shall be posted on bulletin boards and in other conspicuous places throughout the agency involved.

5.1(3) *Content of announcements.* Announcements shall specify the class title, salary range, location, method for making application, closing date for receiving applications, minimum qualifications, any special requirements, and any selective certification requirements. All announcements must include a statement indicating that the state of Iowa is an affirmative action and equal employment opportunity employer. Announcements for continuous recruitment shall include a statement indicating that applications will be accepted until further notice.

5.1(4) *Advertising.* The appointing authority shall send to the director copies of all advertisements announcing employment opportunities that are to be placed in any publication, and any additional information required by the director. The appointing authority shall comply with any policies established by the director regarding advertising.

581—5.2(19A) Applications.

5.2(1) *Applicant information.* Applicant information shall be on forms prescribed by the director unless an alternate method has been authorized in a recruitment announcement. Applicants must supply at least their name, current mailing address, signature and social security number; however, if an applicant requests, a nine-digit number will be assigned by the department to be used in lieu of the social security number. If other than the social security number is requested, it shall be the applicant's responsibility to ensure that all future correspondence directed to the department regarding the applicant's records contains the assigned nine-digit number. All other information requested on the application will assist the department in accurately and completely processing and evaluating the application. Applications that are not complete may not be used or regarded as an official application. The director may require an applicant to submit documented proof of the possession of any license, certificate, degree, or other evidence of eligibility or qualification to satisfactorily perform the essential duties of the job classification with or without a reasonable accommodation.

5.2(2) *Verifying applicant information.* The director may at any time verify statements contained in an application and seek further information concerning an applicant's qualifications. If information is obtained which affects or would have affected an applicant's qualifications, standing on an eligible list, or status if already employed, the director shall make the necessary adjustment or take other appropriate action, including termination.

5.2(3) *Applicant files.* Applications accepted for processing and necessary related materials will be placed in the applicant files in the department and retained for no less than one year. Applications for classes which result in the hire of the applicant will be placed in the employee files in the department and retained for no less than the period of employment.

5.2(4) *Application for eligible lists.* Persons may apply to be on eligible lists as follows:

a. Promotional lists. Promotional applicants shall meet the minimum qualifications, but may be exempt from the initial examinations used for the purposes of ranking on eligible lists. Promotional applicants may be subject to keyboard tests, background checks, psychological tests, and other tests

used for further screening. The following persons may apply to be on promotional eligible lists at any time:

- (1) Permanent employees, including permanent employees of the board of regents and community-based corrections;
- (2) Persons enrolled in work experience programs who have successfully completed at least 90 calendar days in the program; and
- (3) Persons who have been formally enrolled in the department's intern development program for a period of at least 90 calendar days.

b. Nonpromotional lists. The following persons may apply to be on nonpromotional lists at any time:

- (1) Persons laid off and eligible for recall;
- (2) Judicial branch employees;
- (3) Legislative branch employees;
- (4) Probationary or provisional probationary employees;
- (5) Intermittent or provisional intermittent employees;
- (6) Seasonal, emergency, trainee, intern or other temporary employees, not on the promotional list, or volunteers (including persons enrolled in work experience programs who are not on the promotional list) following 60 calendar days service with the state;
- (7) Nonpermanent employees of the board of regents and community-based corrections; and
- (8) Former permanent employees who resigned from state employment in good standing may, within 60 calendar days following their termination date, make application to be included on nonpromotional lists for classes for which they were on promotional lists at the time of their termination.

5.2(5) *Application pending license or graduation.* An applicant who does not meet the minimum education or license requirements, but who is currently enrolled in an education program that will result in meeting such requirements, may be placed on the appropriate eligible list with a "pending graduation" or "pending license" status provided the applicant will meet or has a reasonable expectation of meeting, the requirements within the following eight months. If certified in the top six available scores, the applicant may be selected for employment, but may not be appointed until all qualification requirements are met.

5.2(6) *Disqualification or removal of applicants.* The director may refuse to place an applicant on a list of eligibles for an unlimited period, refuse to certify an applicant to a job class or a position, refuse to approve the appointment of a certified applicant, or remove an applicant from the list of eligibles for a class or a certificate for a position if it is found that the applicant:

- a.* Does not meet the minimum qualifications or special requirements for the job class or position as specified in the job class description, administrative rules, or law, or as documented through identification of essential functions.
- b.* Is physically or mentally incapable of performing the essential functions of the job classification or position and a reasonable accommodation cannot be provided.
- c.* Has knowingly misrepresented the facts when submitting information relative to an application, test, certification, appeal, or any other facet of the selection process.
- d.* Has used or attempted to use coercion, bribery or other illegal means to secure an advantage in the application, testing, appeal or selection process.
- e.* Has obtained examination information to which applicants are not entitled.
- f.* Has failed to submit the application within the designated time limits.
- g.* Was previously discharged from a position in state government.
- h.* Has been convicted of a crime that is shown to have a direct relationship to the duties of a job class or position.
- i.* Is proven to be an unrehabilitated substance abuser who would be unable to perform the duties of the job class or who would constitute a direct threat to state property or to the safety of others.

j. Is not a United States citizen and does not have a valid permit to work in the United States under regulations issued by the U.S. Immigration and Naturalization Service.

Applicants disqualified or removed under this subrule shall be notified in writing by the director within five workdays following removal. Applicants may informally request that the director reconsider their disqualification or removal by submitting additional written evidence of their qualifications or reasons why they should not be removed in accordance with rule 581—12.3(19A). Formal appeal of disqualification or removal shall be in accordance with 581—subrule 12.2(4).

5.2(7) *Qualifications.* Applicants must meet the qualifications for the class as well as any selective certification requirements associated with a particular class or position as indicated in the class description. The director shall determine whether or not an applicant meets such qualifications and requirements.

Applicants and employees may, as a condition of the job, be required to have a current license, certificate, or other evidence of eligibility or qualification. Employees who fail to meet and maintain this requirement shall be subject to discharge in accordance with rule 581—8.13(19A) or 581—subrule 11.2(4).

Any fees associated with obtaining or renewing a license, certificate, or other evidence of eligibility or qualification shall be the responsibility of the applicant or employee unless otherwise provided by statute.

581—5.3(19A) Examinations.

5.3(1) *Purpose of examinations.* The director may conduct examinations to determine the relative rank of qualified applicants on eligible lists or, in the case of keyboard tests, to determine if an applicant meets the minimum qualifications. Unless otherwise indicated, all references to examinations in this chapter shall apply only to positions covered by merit system provisions. Possession of a valid license, certificate, registration, or work permit required by the Iowa Code or the Iowa Administrative Code in order to practice a trade or profession may qualify as evidence of an applicant's basic skills. Where these basic skills constitute the primary requirement for job performance, the names of all applicants meeting the minimum qualifications may be placed on the appropriate eligible list without further examination.

5.3(2) *Types of examinations.* Examinations may include, but are not limited to, written, oral, physical, or keyboard tests, and may test for such factors as education, experience, aptitude, psychological traits, knowledge, character, physical fitness, or other standards related to job requirements.

5.3(3) *Background checks.* Background checks and investigations, including, but not limited to, checks of arrest and conviction records, fingerprint records, driving records, financial or credit records, and child or dependent adult abuse records, constitute an examination or test within the meaning of this subrule, Iowa Code chapter 19A and 161—subrule 8.1(1). Confidential documents provided to the director by other agencies in conjunction with the administration of this rule shall continue to be maintained in their confidential status. The director is subject to the same policies and penalties regarding the confidentiality of the documents as any employee of the agency providing the documents.

Background checks shall be conducted only after receiving approval from the director concerning the areas to be checked and the standards to be applied in evaluating the information gathered. Background checks are subject to the following limitations and requirements:

a. Arrest record information, unless otherwise required by law, shall not be considered in the selection of persons for employment unless expressly authorized by the director.

b. The appointing authority shall notify the director of each job class or position that requires applicants to undergo any type of background check. The notification shall document the clear business necessity for the background check and the job relatedness of each topic covered in the inquiry.

c. The director shall prescribe a statement that shall be presented by the appointing authority to each applicant that is to be investigated under this subrule. This statement shall inform the applicant that the applicant is subject to a background check as a condition of employment and the topics to be

covered in the background check. It shall also inform the applicant that all information gathered will be treated as confidential within the meaning of Iowa Code section 22.7, but that all such information gathered shall be available to the applicant upon request through the agency authorized to release such information, unless otherwise specifically provided by law. The statement shall be signed and dated by the applicant and shall include authorization from the applicant for the appointing authority to conduct the background check as part of the application for employment and selection process and to share the information gathered with the director.

d. Information obtained from a background check is not necessarily a bar to an applicant's employment.

e. Appointing authorities shall send information periodically to the director on forms prescribed by the director. This information shall include the following:

- (1) The total number of applicants for each job class who were eligible for a background check.
- (2) A list of all applicants for whom background checks were conducted, by organizational unit, name, social security number, type of background check, and result (pass or fail).
- (3) Documentation of specific business necessity and job relatedness when any inequitable rejection rate is identified by the director.

581—5.4(19A) Development and administration of examinations.

5.4(1) *Examination development.* The director shall oversee the development, purchase, and use of examination materials, forms, procedures, and instructions.

5.4(2) *Examination administration.* The director shall arrange for suitable locations and conditions to conduct examinations. Locations in various areas of the state and out of state may be used. The director may postpone, cancel, or reschedule the date of an examination.

a. *Examination of persons with disabilities.* Persons with disabilities may request specific examination accommodations. Reasonable accommodations will be granted in accordance with policies for accommodations established by the department. Persons in the certified disability program or any other formal waiver program established by the department may be exempt from examinations used for the purpose of ranking qualified applicants on eligible lists.

b. *Special admittance.* Requests for special admittance to an examination after the closing date for application shall be submitted in writing to the director. The request shall explain why the applicant seeks special admittance to the examination.

c. *Retaking examinations.* Applicants may not retake aptitude, psychological, video-based or other examinations for 60 calendar days following the last date the examination was taken except as provided for in rule 581—5.6(19A). Violation of the waiting period for an examination shall result in the current examination score being voided and an additional 60-calendar-day waiting period being imposed.

Keyboard examinations, such as typing, may be retaken at any time without a waiting period, if equipment is available.

The most recent examination score shall determine the applicant's rank on the corresponding eligible lists.

Applicants who are required to take examinations covered by the rules or procedures of other agencies are subject to applicable rules or procedures on retakes for such examinations of that agency.

5.4(3) Examination materials.

a. Examination materials, including working papers, test booklets, test answer sheets and test answer keys are not public records under Iowa Code chapter 22. All examination materials are the property of the department and shall not be released without the consent of the director.

b. *Removing examination material.* Any unauthorized person who removes examination material from an examination site, who participates in unauthorized distribution of examination materials, who is in unauthorized possession of examination material or who otherwise compromises the integri-

ty of the examination process shall be subject to discipline, up to and including discharge if employed by the state, as well as prosecution.

581—5.5(19A) Scoring examinations. All applicants for positions covered by merit system provisions shall be given uniform treatment in all phases of the examination scoring process applicable to the job class and status of the applicant. Applicants may be required to obtain at least a minimum score in any or all parts of the examination process in order to receive a final score or to be allowed to participate in the remaining parts of an examination.

5.5(1) Adjustment of errors. Examination scoring errors that are called to the attention of the director will be corrected. A correction shall not, however, invalidate any certificate already issued or any appointment already made and shall not extend the life of the score.

5.5(2) Points for veterans. Honorably separated veterans who reside in Iowa and who served in active duty status in the armed forces of the United States in any war, campaign, or expedition for which a campaign badge or service medal has been authorized may request to have five points added to qualifying scores. Proof of eligibility for points to be added must be provided by the applicant in the form of a certified photocopy of a DD214 Form (Armed Forces Report of Transfer or Discharge) or other official document containing dates of service or a listing of service medals and campaign badges. Applicants who were awarded a Purple Heart, or who have a service-connected disability, or who are receiving disability compensation, or pension under laws administered by the U.S. Veterans Administration may request to have a maximum ten points added to qualifying scores. Proof of current disability dated within the last 24 months and updated each 24 months after initial application must be submitted for continued eligibility.

581—5.6(19A) Review of written examination questions. Applicants may request to review their incorrectly answered questions on department written examinations except that aptitude, psychological, and video-based examinations are not subject to review. An applicant who reviews written examination questions may not retake that examination or an examination with the same or similar content for 60 calendar days following the review and then only if the class is open for recruitment. Violation of this waiting period shall result in the current examination score being voided and an additional 60-calendar-day waiting period being imposed.

These rules are intended to implement Iowa Code section 19A.9.

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